



Town of Rowe
Board of Selectmen Minutes
Thursday, October 1, 2020 –5:00 p.m.
VIA TELECONFERENCE

Meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access and, where required, public participation provided, in accordance with the Governor's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A § 20.

Board of Selectmen: Chair Charles Sokol, Selectman Ed Silva, Vice-Chair Joanne Semanie
Staff: Janice Boudreau, Executive Secretary, Paul McLatchy III, Administrative Assistant to the Boards, Fire Chief Dennis Annear
Audience of Citizens: Manager; Rosie Gordon

Call to Order: Chair Sokol called the meeting to order at 5:00 P.M.

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes
(Vote: 3-0-0)

Announcement of recording devices: two

Noteworthy Announcements (as needed): It was noted that part-time resident James Carse passed away. He was Professor Emeritus at NYU, Author, Artist and will be greatly missed by many.

Minutes:

1. Minutes of September 15, 2020- Covid Meeting, Minutes of September 22, 2020-Covid Meeting:

MOTION TO ACCEPT MINUTES: Chair Sokol made a motion to accept the Minutes of September 15, 2020 and September 22, 2020 as written. The motion was seconded by Vice-Chair Semanie.

Roll Call Vote: Chair Sokol- yes Selectman Silva- abstain
Vice-Chair Semanie- yes (Vote: 2-0-1)

2. Minutes of September 3, 2020, Minutes of September 17, 2020:

MOTION TO ACCEPT MINUTES: Chair Sokol made a motion to accept the Minutes of September 3, 2020 and September 17, 2020 as written. The motion was seconded by Vice-Chair Semanie.

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes
(Vote: 3-0-0)

Board of Selectmen Business:

New Business:

1. Town Clerk – November Election: Town Clerk Paul McLatchy III said he had opted to use the Rowe Elementary School for the November Election since the Fire Station would be too cold with the doors closed. Students would not be in class on that day and voters would come in the back door and exit the same way to avoid walking through the school. A site plan survey was conducted and final plans will be presented at next meeting for review as well as the final Election Warrant.
2. Draft Special Town Meeting Warrant – Review Items for Consideration: A draft Warrant for a Special Town Meeting (STM) was presented with items that were put aside at Annual Town Meeting in the spring to reduce the town meeting length and to see if budget cuts needed to be made.

Selectmen reviewed the following items:

- \$130,000.00 for the Ford Hill Culvert Project with the rest covered by a grant
- \$ 29,700.00 to replace the School Tractor
- \$ 9,000.00 to install Security and Monitoring for the School
- \$ 3,500.00 to cover Legal Fees for Cemetery Land Transfer
- \$ 26,000.00 to replace the Park Structure and Sand
- \$ 3,750.00 to transfer from Town Nurse Wages to Board of Health Operations for work needed at the transfer station
- And to vote to accept provisions of Chapter 54, Section 16A of Mass. General Laws.

MOTION TO ACCEPT STM WARRANT: Chair Sokol made a motion to accept the Special Town Meeting Warrant for October 24, 2020 at 12:00 p.m. as written. The motion was accepted by Selectman Silva.

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes
(Vote: 3-0-0)

Board of Selectmen Business:

Appointment: 5:30 p.m. – Fire Chief and Police Chief

- Discuss Memorandum of Agreement re: Franklin County Emergency Communication System: Chief Dennis Annear explained that the Agreement was to agree to give up the current emergency communications system to join the state-wide system. The old system was failing and needed to be upgraded. Chief Annear said it was not necessarily a better system since our area deals with hills and that we border Vermont which is not included in the new system. There are 3 options for radios and the basic models will be provided through the state, however, the town needs to pick up the difference to upgrade the radio and pay for any accessories required. Chief Annear said that approximately \$15,000.00 would be needed to upgrade the radios, program them and add accessories

Fire Chief:

- Follow up from August 6, 2020 meeting: Agreement for work on private property, bi-weekly timesheets, new position and administrative assistance:

Timesheets: Fire Chief Annear said he was working with Administrative Assistant to correct timesheets and submitting them in on a bi-weekly basis.

Burn Building Agreement: He also said an agreement for the work to be performed on the burn building would be sent to the Board very soon.

Job Description: A Job Description for the part-time position would be forthcoming as well. Executive Secretary said she would send the Job Description he sent to her in April for review and would assist with the advertising for the position, if he needed help.

Grant: Chief Annear said he would work with Paul McLatchy III on a Fire Dept. grant.

EMD Application: An application for the EMD was acknowledged and it was decided to schedule an interview with the candidate at next meeting.

Toilets: Executive Secretary said she would work on getting pricing for replacement toilets at the Safety Complex and work on the other plumbing issues.

- Selectmen then discussed adding the radio expense to the STM Warrant since the conversion was likely to take place very soon.

MOTION TO AMEND STM WARRANT: Chair Sokol made a motion to amend the Special Town Meeting Warrant to include \$15,000.00 to purchase, install and/or program Emergency Communications Equipment for the Police and Fire Departments. The motion was seconded by Selectman Silva.

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)

Old Business:

1. Final Approval Sick Leave Cap: Administrative Assistant Paul McLatchy III presented the Board with a copy of the final version of the Sick Leave Policy with pro-rated chart to be added to the Personnel Policy Manual Sick Leave section. Mr. McLatchy III added prorated charts for personnel according to their hourly amounts per week. For recordkeeping purposes, McLatchy said that it would be easier to track if sick time were given in one lump sum as was vacation and personal time at the beginning of the year.

MOTION TO APPROVE POLICY: Chair Sokol made a motion to adopt the sick leave chart with prorated amounts to be added to the Personnel Policy Manual. The motion was seconded by Selectman Silva.

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)

Contracts:

1. Warrant Review: Review Warrants FY21 W07 and FY21 PW07: Vice-Chair Semanie had nothing to report.
2. Fee Proposal for Professional Engineering Services – King’s Highway Bridge Replacement: Due to delays in the beginning of the King’s Highway project with design changes and hitting ledge there was additional resident engineering fees that will be covered by grants. Selectmen reviewed the Fee Proposal for Professional Engineering Services – King’s Highway Bridge Replacement for \$9,100.00.

MOTION TO APPROVE: Chair Sokol made a motion to approve the Fee Proposal for Professional Engineering Services – King’s Highway Bridge Replacement for the amount of \$9,100.00. The motion was seconded by Vice-Chair Semanie.

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)

3. Executive Office of Energy and Environmental Affairs Grant Contract re: MTWP Grant FY21: A contract with the Executive Office of Energy and Environmental Affairs was presented for approval and signature for a \$20,000.00 grant for the Pelham Lake Park. The grant will cover educational kiosks, maps and trail signs. The grant is in conjunction with the Mohawk Trail Woodlands Partnership and the second phase of a Forest Stewardship Plan.

MOTION TO SIGN: Chair Sokol made a motion to sign the Executive Office of Energy and Environmental Affairs Grant Contract for the FY21 Mohawk Trail Woodlands Partnership Grant for \$20,000.00. The motion was seconded by Vice-Chair Semanie.

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)

Administrative Office Updates:

- Executive Secretary Updates: Selectmen reviewed the Executive Secretary Updates presented.
- Action Items Follow up:
 - Water Issue: Executive Secretary reported speaking with A-1 of Clarksburg and the Water Dept. Head John Barrett to discuss ways to locate underground water lines and perform leak detection and the lines could be potentially difficult to locate if they are plastic. Mr. Barrett suggested contacting Mass Water Association to discuss and Ms. Boudreau will continue to research.
- Administrative Assistant Updates: Selectmen reviewed the Administrative Assistant Updates presented.
 - Finance Committee Request: Administrative Assistant asked whether Selectmen could meet at next meeting to discuss the budget process for FY22 at next meeting prior to the Roundtable. Selectmen agreed to do so.

Unforeseen Business (within preceding 48 hours): None

Future Meeting(s):

Chair Sokol said the next meeting would be on October 15, 2020 at 5:00 p.m. Discussion to include: EMD Interview, Finance Committee re: FY22 Budget Process and Tax Classification Hearing with Board of Assessors.

Adjournment:

MOTION: Chair Sokol made a motion to adjourn the meeting at 6:30 p.m. The motion was seconded by Selectman Silva.

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes
(Vote: 3-0-0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: 10/22/2020

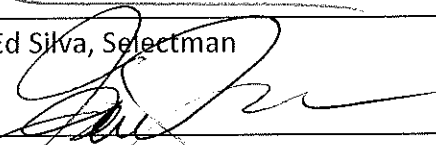
Approved:



Chuck Sokol, Chair



Ed Silva, Selectman



Joanne Semanie, Vice-Chair

Documents:

1. Agenda October 1, 2020
2. Minutes of September 3, 2020
3. Minutes of September 15, 2020- Covid Group
4. Minutes of September 17, 2020
5. Minutes of September 22, 2020- Covid Group
6. Fee Proposal for Professional Engineering Services – King's Highway Bridge Replacement
7. Contract for MTWP Grant with Exec. Office of Energy & Env. Affairs
8. MOA- FRCOG and FCECS and FCECS Users
9. EMD Cover Letter and Resume
10. Town Project List – Special Town Meeting Items
11. Draft STM Warrant
12. Final Draft Sick Leave Caps Table
13. Administrative Assistant Updates
14. Executive Secretary Updates
15. Detectoguard Quotation

Mail:

1. FRCOG – FCCIP Building Commissioner letter